

Mansfield 1st EPC Preschool
399 S. Trimble Rd., Mansfield, OH 44906
419-756-0773

Job Description- Preschool Co-Teacher

"I trust in Jesus Christ as my Savior, acknowledge Him Lord of all and Head of the Church, and through Him believe in one God, Father, Son, and Holy Spirit, and accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to me."

Qualifications

- At least 18 years of age and high school graduate (or equivalent).
- Ability to meet the requirements of the licensing agency.
- Relates well with children and adults (sensitive and mature).
- Ability to create a Christian atmosphere in the classroom.
- Ability to work as an effective team member of the staff.
- Previous experience in the early childhood education field is preferred.

Duties and Responsibilities

- Plan, implement and supervise the class in accordance with the policies and the philosophy of the school program.
- Gear the environment and curriculum planning to the needs of the individual child for his/her interests, handicaps, special talents, individual style and pace of learning.
- Maintain a professional relationship with each individual child that is characterized by warmth, kindness, caring, positiveness, a sense of humor, and cooperativeness.
- Create an awareness of each child's role as an integral member of the group.
- Be responsible for the orderly arrangement, appearance, décor, and learning environment of the classroom.
- Maintain a friendly, but professional relationship with each child's parents.
- Attend all staff meetings and designated training programs, conferences, courses and other aspects of professional growth.
- Implement methods to effectively utilize the services of parent helps in the classroom.
- Prepare lesson plans on a daily, weekly, monthly, and yearly basis as well as teaching in the classroom.
- Track attendance of children in the classroom and utilize tracking cards.
- Be responsible for the preparation of material in room for the next school day.

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- Meet deadlines of paperwork, updating training, and event activities.
- Maintain confidentiality relative to problems and concerns which occur at school.

This position job description is not intended to be all inclusive; therefore, the teacher will also perform other reasonably related duties as assigned by the Director.

Supervision and Evaluation

- The teacher is accountable to the session through the Preschool Director and the Senior Pastor of Mansfield 1st EPC.
- The teacher will be formally evaluated at least once a year by the Preschool Director. The Director may consult with the Senior Pastor as needed.

Non-financial Conditions of Employment

- The standard work week will be four hours per day, per days worked, during the program year.
- The rate of pay shall be based upon the salary scale.
- Sick Leave:
 - Four paid work days of sick leave per program year on a non-accumulative basis for teachers who work two or less days per week.
 - Five paid work days of sick leave per program year on a non-accumulative basis for teachers who work three days per week.
 - Six paid work days of sick leave per program year on a non-accumulative basis for teachers who work five days per week.
- Bereavement:
 - Three days paid bereavement days for the death of immediate family members per program year on a non-accumulative basis.